



# Safety Simply Stated

September 2004

Volume 1, Issue 9

Message from your City Safety Officer, Michael Alio

## Are you practicing Risk Control???

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### Special points of interest:

- A word from your City Safety Office
- Caffeine increases Alertness
- Multi-Employer Worksites
- Safety Word Search!
- Safety Training Calendar
- Last Month's Back Safety Quiz Answers

**R**isk control pertains to people, property, financial assets, production, quality, and the environment. It may be viewed as the things that are to happen once risk identification and risk evaluation have been carried out. Risk control includes activities which enable an organization to avoid or terminate exposures to loss, treat an unavoidable loss exposure, tolerate loss exposures at an acceptable level of risk, and/or transfer loss exposure responsibilities.

The overall purpose of risk control activities is to prevent loss-producing events whenever possible, and to keep losses at a minimum if such events do occur. Risk control, however, also involve actions during and after events, to minimize the loss.

There are four T's of risk

control:

1. Terminate/Avoid
2. Treat/Alleviate
3. Tolerate/Accept
4. Transfer/Assign

When a risk presents too great a threat of loss, in either frequency or severity of accidents, the best choice is to terminate the risk. When treating the exposure the following risk control hierarchy should always be followed:

1. Elimination/Substitution
2. Engineering Controls
3. Warnings
4. Training & Procedures
5. Personal Protective Equipment

Once the degree of risk has been determined a decision must be made as to its tolerability. In order to make that decision a risk assessment must be performed. There are many models available to conduct a risk

assessment. The City Safety Office can provide a model to you that is easy to understand and complete.

Risk assessments are a best management practice when trying to correct injury trends. Industry has found that it is less expensive to be proactive at the front-end then to be reactive and pay for the injury costs after the fact. A simple calculation looking at return on investment (ROI) may be enough to justify the expense of prevention. All employees should be involved in and contribute to the process of risk assessments.

Risk assessments are something every department should do on an annual basis. Risk assessments are an area where the City Safety Office can be your greatest asset.



## Small doses of caffeine increase job alertness

Many of us gulp coffee down like it's going out of style during the first few hours after awakening, and find ourselves yawning and fighting the urge to sleep as the day progresses.

The trick to staying alert throughout your workday might be to spread your caffeine consumption out over a shift and ingest smaller doses.

Researchers from Rush University Medical Center in Chicago have found that frequent low doses of caffeine will help shift workers, truck drivers,

medical residents and others get a bigger boost from their cup of java or tea.

"Most of the population is using caffeine the wrong way by drinking a few mugs of coffee or tea in the morning," says lead study author Dr. James Wyatt. "This means that caffeine levels in the brain will be falling as the day goes on."

Scientists studied 16 male subjects in private suites over 29 days. They were given either one caffeine pill containing 0.3 mg per kilogram of body weight (equivalent to two ounces of coffee) or a placebo, upon awakening and then once per hour.

Those receiving the frequent small doses of caffeine performed better on cognitive (intelligence) tests and were less prone to experiencing accidental sleep onsets or "micro sleeps" than were those who were given a placebo.

"While there is no perfect substitute for sleep, our results point the way toward a much better method for using caffeine in order to maintain optimal vigilance and attention, particularly when someone has to remain awake longer than the traditional 16-hour wake episode," says Wyatt.

*(Safety Smarts May 2004)*

## Multi-employer Worksites

By: Jerry Wolfe, Department Safety Officer

Managers and Supervisors need to be aware of the fact that, the California Department of Industrial Relations has adopted regulations governing safety at a multi-employer workplace. The regulations provide that on multi-employer worksites, citations may be issued to employers whose actions **or failure to act** resulted in the exposure of employees to a work place hazard, **regardless of whether the employer's own employees were exposed to the hazard**. A multi-employer worksite is defined as a workplace where more than one employer (and

their employees) work, but not necessarily at the same time. On multi-employer worksites, the following categories of employers may be cited if there is evidence that an employee was exposed to a hazard:

- A **creating** employer causes a hazardous condition that violates an OSHA standard.
- An **exposing** employer is one whose own employees are exposed to a hazardous condition in violation of a standard.
- A **correcting** employer is one engaged on a multi-employer worksite who has an

obligation for correcting a hazard. This is typically a subcontractor who has been engaged to install certain protective devices, such as perimeter guardrails on a building under construction.

- A **controlling** employer is one who has the general supervisory authority over the worksite, including the power to correct safety and health violations with its own workers or to require other employers to take corrective action.

*(Continued on page 5)*

# Safety Word Search!

Can you find all 25 safety related words, phrases, & abbreviations? They can be found forwards, backwards, upside down or diagonal. If you would like a little help - the words are listed on page 6 of this newsletter. Good Luck!!

A	T	G	A	W	D	V	U	J	K	O	E	L	Q	B	X	P	E	N	L
U	N	R	S	E	L	G	G	O	G	A	K	F	G	A	J	F	A	M	S
T	M	Y	T	R	O	A	T	I	K	P	M	P	J	O	Y	L	E	P	T
O	A	S	C	I	M	O	N	O	G	R	E	H	B	L	P	O	N	H	E
M	C	M	Q	I	C	P	J	I	D	O	B	Q	G	N	F	O	C	W	E
A	B	P	B	P	G	N	Z	B	W	N	T	M	O	S	T	R	P	C	H
T	M	R	N	P	M	F	D	P	Q	M	C	I	A	O	E	W	T	O	S
E	O	E	G	H	L	H	M	I	G	K	T	L	S	S	B	A	E	O	A
D	Y	V	I	T	A	C	F	G	N	C	H	N	A	H	J	R	L	R	T
E	N	E	S	P	A	E	L	N	A	I	G	R	F	A	P	D	Z	Q	A
X	R	N	Z	L	K	H	M	Y	B	G	H	Q	D	E	Q	E	H	F	D
T	F	T	O	F	F	I	C	E	S	A	F	E	T	Y	R	N	B	M	Y
E	H	I	R	T	I	N	Y	G	H	M	J	U	R	U	D	Q	L	C	T
R	D	O	X	D	E	R	R	N	Q	K	J	Y	R	O	M	S	O	T	E
N	U	N	M	G	F	B	E	S	N	I	A	R	P	S	A	E	O	I	F
A	S	N	R	Q	J	L	H	E	O	B	K	L	N	T	J	T	D	K	A
L	T	E	A	G	M	S	K	P	X	Z	H	E	S	R	K	U	B	D	S
D	M	L	R	E	S	P	I	R	A	T	O	R	D	A	U	O	O	I	L
E	A	F	O	P	A	A	R	T	J	U	I	C	Q	I	P	R	R	A	A
F	S	P	R	L	S	J	T	F	M	W	V	N	S	N	V	E	N	T	I
I	K	M	T	O	T	R	A	I	N	I	N	G	G	Z	X	P	E	S	R
B	V	S	G	B	O	D	G	V	D	R	F	S	N	U	A	A	P	R	E
R	W	O	H	F	T	T	L	S	T	E	V	R	P	F	I	C	A	I	T
I	F	L	D	F	K	Q	C	F	B	M	L	N	E	H	C	S	T	F	A
L	O	C	K	O	U	T	T	A	G	O	U	T	X	F	K	E	H	K	M
L	K	F	T	B	F	W	M	I	U	K	V	R	C	E	T	H	O	E	H
A	G	S	N	O	I	T	C	E	P	S	N	I	D	M	G	C	G	J	R
T	G	S	H	T	L	F	B	Z	Q	U	E	C	T	A	R	A	E	M	B
O	Q	H	D	M	P	F	S	R	Y	R	K	R	B	G	R	N	N	E	F
R	Y	N	O	I	T	C	E	T	O	R	P	L	L	A	F	Z	Y	J	T

## Lifting/Back Safety

By: Laurie Browning, Department Safety Officer

### Before You Lift

Size up the load before you lift. Test by lifting one of the corners or pushing. If it is heavy or feels too clumsy, get a mechanical aid or help from another worker. When in doubt, do not lift alone!

When using mechanical help, remember to push, not pull - you'll have more control, and greater leverage. Fasten the load to the equipment, so sudden stops or vibration won't cause it to fall.

Check your path from place to place - remove tripping hazards, protect openings. Make sure that the lighting is sufficient to see where you are going. If the ground is uneven or loose, choose an alternate route. The shortest way isn't always the fastest, or the safest.

You can be injured if you arch your back when lifting a load over your head.

To avoid hurting your back, use a ladder when you're lifting something over your head.

### Proper Lifting Techniques

#### **Position Your Feet**

Whether you are lifting or lowering, your legs and feet are going to play a part in the action. To get the most out of your stance, position your feet approximately shoulder-width apart, with one foot slightly in front of the other. This will give you the best balance to handle a lifting or lowering motion. Place your feet close to the object and center yourself over the load.



***BEND THE KNEES.*** You will note this is capitalized. There is a reason for that; it is the single most important aspect of lifting.

#### **Get a Firm Grip and Grasp Opposite Corners**

A firm grip minimizes the possibility of dropping the object. A firm grip also reduces your potential need to use a jerking motion to try to regain control of the item. To improve your grip, simply grasp the top corner with one hand and grasp the bottom, opposite corner with the other hand. When you lift the object, this hand positioning will cause the object to come into a resting position between your shoulder and your waist. This puts less strain on your back muscles.

Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.

Lift straight up, smoothly and let your legs do the work, not your back!

Keep the load close to your body. Avoid overreaching or stretching to pick up or set down a load. Having to reach out to lift and carry an object may hurt your back.

(Continued on page 6)

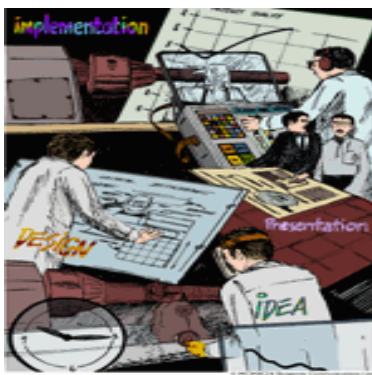
## Multi-employer Worksites.... Continued

*(Continued from page 2)*

Control may be expressly granted by contract or implied by the exercise of control in actual practice. An employer who creates a hazard can be cited for exposing its employees or the employees of another employer to a hazardous condition. For example, assume that a manufacturer engages a subcontractor to perform maintenance in part of its facility, and the subcontractor's employees are exposed to toxic vapors. The manufacturer would be cited as the creating employer because it failed to guard against toxic vapors from chemicals used in its manufacturing processes, even though the manufacturer's own employees may not have been working in the area where the subcontractor's employees were exposed.

An exposing employer is liable if it creates the hazard to which its employees are exposed. If the hazard is created by another employer, the exposing employer is liable if it has not taken reasonable steps to discover and protect its employees. Reasonable steps to protect its employees may mean taking corrective action if the employer has the ability and authority to do so, and if not, informing the creating or controlling

employer of the hazard and protecting its employees by alternative means. In imminently



dangerous situations, the employer must remove its workers from the worksite.

The correcting employer must exercise reasonable care to prevent, discover, and correct conditions in violation of the standards.

The controlling employer, who often is the general contractor on a construction site, has the duty of reasonable care in detecting and preventing violations on the worksite. This obligation does not require as frequent inspections as that imposed on the subcontractors, but it does require the controlling employer to evaluate the safety practices of the subcontractors and to respond accordingly. The size of the project, the nature and pace of the work, the expertise of the subcontractor, and the

history of compliance on the worksite are all factors to be weighed in determining whether the reasonable care standard has been met.

Make certain that contractual obligations for safety compliance are well defined. If the contract documents are clear, and the contracting parties conform their actions to the obligations defined in the contract, there is much less chance of surprise citations.

Do not assume obligations that have not been assigned by contract. Even though the contract may be clear, an employer may become liable for safety compliance by its course of dealing with other employers and their employees. Someone who is perceived by employees on a worksite as the safety inspector may create controlling employer liability for their employer, even in the absence of express contractual obligation or authority.

Document actions taken. For example, document whenever a request is made to the creating, correcting, or controlling employer to abate a condition so that Compliance Officers may be presented with proof of reasonable actions taken.



**“Make certain that contractual obligations for safety compliance are well defined.”**



## Lifting/Back Safety... Continued



**Remember that  
80% of back  
injuries occur in  
people between  
the ages of 30  
and 50...**

*(Continued from page 4)*

Do not twist or turn your body once you have made the lift.

Set the load down properly.

### ***BEND YOUR KNEES AND NOT YOUR BACK***

#### **Conclusion**

Consider this: Not all back injuries are a result of sudden trauma - most are of a cumulative type, where a repeated minor injury has flared up, or continued use of a heavy tool in the same position has caused pain, or a great deal of time is spent in the same position.

Remember that 80% of back injuries occur in people between the ages of 30 and 50 ... with expected life span in America reaching nearly 80 years, that is a long time to live in pain, or with limited mobility.

Care and maintenance of your back is every bit as important as the care and maintenance of your vehicle, your home, or your tools, but this most important asset of our physical being is commonly overlooked or neglected.

Your back is the foundation and the structure upon which the rest of your body relies

for balance and support. Used improperly, or unsafely, your back can suffer injuries that can literally change the way you live.

Care of your back is a lifelong endeavor that requires commitment, intelligence, and common sense. Remember that back care isn't just about lifting properly; it is also about proper diet, exercise, reducing stress, eliminating hazards where possible. Just as the health of your back can affect your lifestyle, your lifestyle and work habits can affect the health of your back.

## **~ Word Search Words ~**

**Safety Word Search is on page 3**

- |                                     |                                 |                         |
|-------------------------------------|---------------------------------|-------------------------|
| 1. Automated External Defibrillator | 10. Ergonomics                  | 20. Prevention          |
| 2. OSHA                             | 11. Strain                      | 21. Lockout Tagout      |
| 3. Respirator                       | 12. Sprain                      | 22. Office Safety       |
| 4. Emergency Action Plan            | 13. HMIG                        | 23. Bloodborne Pathogen |
| 5. Floor Warden                     | 14. IIPP                        | 24. Fall Protection     |
| 6. Training                         | 15. Material Safety Data Sheets | 25. Root Cause          |
| 7. Inspections                      | 16. First Aid Kit               |                         |
| 8. Fire Extinguisher                | 17. Goggles                     |                         |
| 9. Escape Routes                    | 18. Apron                       |                         |
|                                     | 19. Dust Mask                   |                         |



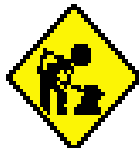
## Is your Safety Manual Current?

The following document titles are the individual Safety Programs that make up the City Safety Manual. They can be found on the Safety Intranet site, Citywide Health and Safety Manual link. When you visit the website you can click any of the available document titles—they are “hotlinks” to the document itself. All you have to do is point and double click on the desired document to open and review it.

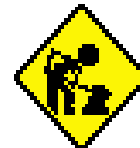
In addition, just to the right of the document title, you will see a LAST REVISED date. This indicates the date of the last revision for a specific document. If you are checking to see if your Safety Manual is up to date, check your Safety Manual document date with the date posted on the website.

As documents are updated, the Safety Department will inform you via the Safety Newsletter so you can update your safety Manual accordingly. Check it out by clicking on the following link:

<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/safety7.htm>



**The gray sections below are programs that are currently under construction and will be added as they become available.**



### Document Number and Revision Dates:

### Last Revised

GSP 101.000	Injury and Illness Prevention Plan	12/29/2003
GSP 101.001	Monthly Safety Inspection Procedure	12/18/2001
GSP 102.000	Hazard Communication (Employee Right to Know) Program	10/18/2002
GSP 103.000	Respiratory Protection Program	4/22/2003
GSP 104.000	Confined Space Program	6/29/2004
GSP 105.000	Hearing Conservation Program	3/22/2003
GSP 106.000	Emergency Action Program	***
GSP 106.001	Floor Warden Procedure	9/18/2003
GSP 106.002	Fire Prevention Procedure	3/17/2003
GSP 106.003	Fire and Evacuation Procedure	***
GSP 106.004	Earthquake Procedure	***
GSP 106.005	Bomb Threat Procedure	8/1/2002
GSP 106.006	Medical Aid and Automated External Defibrillator (AED) Procedure	2/11/2003



*Continued on next page*

## Is your Safety Manual Current? .....Continued

Document Number and Revision Dates:		Last Revised
GSP 107.000	Hazardous Materials Management Program	***
GSP 107.001	Lead Management Procedure	***
GSP 107.002	Asbestos Management Procedure	***
GSP 108.000	Ergonomics	***
GSP 109.000	Bloodborne Pathogens Program	***
GSP 110.000	Powered Industrial Trucks	1/12/2004
GSP 111.000	Trenching and Excavation	***
GSP 112.000	Electrical Safety Program	***
GSP 112.001	Electrical Safety/Telecommunications & RF/Microwave Safety Procedure	***
GSP 113.000	Control of Hazardous Energy	8/14/2003
GSP 114.000	Heat Stress Management	***
GSP 115.000	Fall Protection	7/5/2004
GSP 116.000	Contractor Safety Program	***
GSP 117.000	Personal Protective Equipment	***
GSP 118.000	Hot Work (Welding and Cutting)	***



In addition to having Safety Policies and Procedures available on-line you can also access Safety Forms from the Safety Intranet site.

<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/safety6.htm>

### Form Description:

### Last Revised Date

City of Long Beach Safety Training Assessment	9/30/2003
Confined Space Entry Permit	6/29/2004
Daily Powered Industrial Truck Inspection	1/12/2004
Employee Hazard Notification	1/11/2002
Hazard Correction Report	1/11/2000
New Employee Safety Orientation	1/14/2002
Physical Exam Authorization	5/23/2003
Physician's Written Opinion	12/10/2003
Powered Industrial Truck Evaluation Checklist	1/12/2004
Respirator Medical Evaluation Questionnaire	2/2/2003
Safety Inspection Checklist	2/14/2000
Safety Inspection Office Checklist	2/01/2004
Specific Hazard Safety Orientation	1/14/2002
Supervisor's Report of Incident	6/10/2002
Job Safety Analysis	







# September 2004

## Citywide Employee Safety Training Calendar

(Scheduled Classes as of August 23, 2004)



Date(s)	Course	Time(s)	Location
Sept. 1	Excavation Refresher (Trench & Shoring)	11:30 am – 3:30 pm	Water Department 1800 E. Wardlow Rd., Assembly Room
Sept. 2	Asbestos Supervisor/Competent Person Refresher	7:30 am – 4:00 pm	Harbor Department 925 Harbor Plaza Dr., 5 <sup>th</sup> Floor Training Rm.
Sept. 2	Excavation Initial (Trench & Shoring)	7:00 am – 3:30 pm	Water Dept ~ Water Treatment Plant 2950 Redondo Ave. Assembly Room
Sept. 14	Fire Extinguisher Training (Partial Module 4) 2-sessions AM/PM 	AM Session: 10:00 am – 12:00 pm PM Session: 1:00 pm – 3:00 pm	PW, LB Airport Maintenance Yard 3150 St. Louis Ave. Conference Room (EB 32 <sup>nd</sup> St., just immediately north of the NB 405 off ramp onto NB Cherry Ave)
Sept. 15	Ergonomics Office Training 2-sessions AM/PM	AM Session: 10:00 am – 11:30 am PM Session: 1:00 pm – 2:30 pm	Main Library 101 Pacific Ave, Auditorium
Sept. 15	Acetylene Torch Training	7:00 am – 11:00 am	LBWD 1800 E. Wardlow Rd. Assembly Room <b>NOTE: For LBWD employees</b>
Sept. 17	Respirator Training 	9:00 am—11:00 am	Health Department 2525 Grand Ave., Room 204 <b>NOTE: For DHHS employees</b>
Sept. 22	Weapons of Mass Destruction (Module 6)	1:30 pm – 3:30 pm	Main Library 101 Pacific Ave. Meeting Room 1
Sept. 22	AED/CPR (Module 1) 2-sessions AM/PM	AM Session: 8:00 am – 12:00 pm PM Session: 12:30 pm – 4:30 pm	American Red Cross 3150 E. 29 <sup>th</sup> St. Classroom 1 <b>NOTE: Parking is in the back parking lot near classrooms. Enter through the front entrance</b>
Sept. 27	LifeSafety (Module 5) 2-sessions AM/PM	AM Session: 8:00 am – 12:00 pm PM Session: 12:30 pm – 4:30 pm	PW/ESB 2929 E. Willow St., EDC Classroom <b>NOTE: Enter on Willow Street. Street parking available on Willow Street.</b>



- **NOTE:** Course dates and time are subject to change without notice.
- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and do not show up for the class.
- If you have any questions, please contact May Jong, Risk Management @ [may\\_jong@longbeach.gov](mailto:may_jong@longbeach.gov)

### **WATER CONSERVATION TIP:**

To find out when your grass needs watering, step on it. If it springs back up, it doesn't need watering. If the blades of grass lie flat, water it. But be sure to turn the sprinkler on at a low speed to avoid wasteful runoff. Remember, over watering promotes shallow root growth, making your lawn less hardy.

### **ENVIRONMENTAL TIP:**

Spending \$5 to replace an old, leaky or missing gas cap on your automobile will save as much as a gallon of gasoline every 15 days and keep about 165 pounds of toxic, cancer-causing chemicals per year from getting into the air. A new gas cap pays for itself in less than three months. The next time you fill up, check your cap. If it's cracked or won't make a good seal, it's time to buy a new one.

### **City Safety Office Staff:**

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## **Answers to Last Month's Back Problem Quiz**

***How well did you know your back trivia?***



1. A back injury can be painful but it won't affect your daily activity. **FALSE:** Back injuries can be disabling and they can cause you to miss work.
2. Nerves keep your spinal column in place and keep your back strong. **FALSE:** Muscles keep your spinal column in place and keep your back strong.
3. Poor physical condition can cause back pain. **TRUE**
4. Diet and exercise have no effect on your back. **FALSE:** Poor physical condition and being overweight can strain your back.
5. To prevent fatigue, you should move around frequently instead of staying in one position all day. **TRUE**
6. Sitting helps to rest and relax your back. **FALSE:** Sitting is one of the major causes of back strain.
7. An important part of lifting is to plan the lift before you attempt it. **TRUE**
8. It's better to lift a big load in one trip rather than to waste time breaking it into smaller loads. **FALSE:** Injuring yourself by trying to carry a big load is a huge waste of time.
9. Always let your legs do the work when you lift. **TRUE**
10. It's better to push than to pull heavy objects. **TRUE**

